

The Tavistock and Portman NHS Trust

Induction Pack - Core Information

Welcome from the Chief Executive

The Trust's mission statement

General Information

- Addresses & telephone numbers of Trust's buildings
- Annual leave
- Appraisal/PDP
- Car parking & cycle facilities
- Catering services
- Complaints, Suggestions and the Role of the PALS Officer
- Code of Confidentiality
- Fire
- First aid & resuscitation
- Hazard & incident reporting
- Health & Safety
- HR Policies
- Intranet
- IT policies
- Library
- Occupational health
- Opening hours
- Patient Access to Records
- Pay/Pensions
- Photocopying & copyright
- Policies & procedures
- Recreation Club (Royal Free Hospital)
- Shower facilities
- Sickness reporting
- Staff advice & consultation service
- Staff groups (representational)
- Staff safety & security
- Telephone system features

Clinical Departments

- Tavistock Clinic
 - Adult department
 - Child & Family department
 - Tavistock Mulberry Bush Day Unit
 - Monroe Young Family Centre
 - Adolescent department

- Portman Clinic

Useful contacts